

## 1. IDENTIFICATION

<b>Position No.</b> 05-01917	<b>Job Title</b> Director, Legislation	<b>Supervisor's Position</b> Assistant Deputy Attorney General (05-12212)	
<b>Department</b> Justice	<b>Division/Region</b> Legislation	<b>Community</b> Iqaluit	<b>Location</b> Building 1107
<b>Fin. Code:</b> 05500/01/1/111/0530500/01			

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Director supervises the Legislation Division which carries out a number of responsibilities with respect to legislation. The Legislation Division gives the main legal and drafting support necessary to ensure that the government is able to implement its policies. The Division is crucial in ensuring that government's legislative agenda is implemented and that any other changes to the law that are necessary to implement government policy are made.</p> <p>The staff of the Legislation Division do the following:</p> <ul style="list-style-type: none"> <li>○ draft bills, regulations, appointments and other instruments for the Government of Nunavut in accordance with the <i>Nunavut Act</i> and the Constitution of Canada</li> <li>○ give legal advice with respect to legislation and all stages of the legislative process</li> <li>○ monitor the law-making process and attend at Committees of Cabinet and of the Legislative Assembly as required to support and assist the Ministers and their departments during the review stage of the legislative process</li> <li>○ produce high-quality translations, in French and Inuktitut, of various legal texts</li> <li>○ publish and disseminate the laws and other legal information, indexes and finding tools, including the Nunavut Gazette, in both paper and electronic form</li> <li>○ maintain the official registers for regulations and other legal instruments</li> <li>○ assist the Department of Justice and Government of Nunavut as directed in other reasonably related planning, administrative and operational areas and functions</li> </ul>
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## 3. SCOPE

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact?</b></p> <p>The Director of the Legislation Division and the staff in his or her division will work directly with senior staff in all departments, including Ministers, Deputy Ministers and Assistant Deputy Attorney General, as well as the members and staff of the Legislative Assembly. The Division will be involved whenever Nunavut's laws are changed.</p> <p>The laws drafted and published by the Legislation Division apply to all the people of Nunavut.</p>
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New laws and amendments are the instruments by which important government policy is implemented so it is of great significance to the success of government as a whole and to particular departments' achievement of their goals. The issues dealt with will be placed before the Legislative Assembly and by their nature will be of great political and policy significance. They will often be controversial.

The budget for the Division is approximately \$1,200,000 per year, including amounts under vote 4 funding for French services. The work of the Division affects the budgets of other departments since their legislative initiatives can often have significant financial implications. The work of the Division can also have significant financial effects on members of the public and on organizations outside the government. For example tax legislation prepared by the Division will have direct and significant effects outside government.

#### 4. DIMENSIONS

The number of positions that report to or through this position: 11.

The budget that this position is responsible for: \$900,000 (salaries and O&M), plus approximately \$300,000 for Vote 4 (Federal contribution, limited to French laws and services)

The Director also manages and interacts with numerous contractors, as well as clerks and temporary staff undertaking special projects from time to time within the division. These undertakings may occur within or outside the usual annual budget for the Division.

The Government of Nunavut has over 200 statutes, and more than 400 regulations. This position manages the preparation and publication of all new legislation or amendments to existing legislation. Approximately 3 dozen new laws and amendments and 500 appointments and revocations are added annually.

#### 5. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

- Manage the Legislation Division and participate as a senior manager in the Department of Justice
  - Manage the staff, contractors and diverse functions of the Legislation Division (in the current organizational chart there are 11 positions in addition to the Director)
  - Manage the budget of the Division (currently around \$1,000,000 per year including French vote 4 funding)
  - Participate as a member of the Department of Justice's Senior Management Committee, comply with the human resources, contracting, and other management related processes and guidelines that apply to the Department of Justice and perform the administration, briefing and other duties required by the

Department of Justice and Government of Nunavut from time to time

- Draft bills, regulations and other instruments
  - The Director will draft bills and regulations directly and will review the drafting done by contractors and the Legislative Counsel employed within the Division for consistency and quality control purposes, and mentoring where needed
  - The Director will oversee the preparation of all statutory appointments, delegating to staff or counsel of the Division as appropriate
  - The Director will maintain divisional drafting procedures and standards
- Serve and give legal advice to departments and Cabinet
  - The Director will give legal advice directly and will oversee the legal advice given by the Legislative Counsel employed within the Division
  - The legal advice given will relate to the substance of proposed legislation, the legislative process, parliamentary law and the particular bills, regulations, appointments and other instruments drafted by the Division
- Carry out the duties of the Registrar of Regulations, a position appointed by the Commissioner under the *Statutory Instruments Act*
  - In consultation with the Assistant Deputy Attorney General of Justice the Director will review and give advice on all regulations made by the Government of Nunavut.
  - The Director will oversee the operation of the Regulations Register, the Statutory Instruments Register and the non-Statutory Instruments Register.
- Oversee translation into French and the Inuit Language of various legal documents
  - The Director will oversee the work of the Manager, Legal Translation – French and the Manager, Legal Translation - Inuit Language, and the staff working under them.
  - The documents translated will include bills, regulations, statute summaries, indexes, finding-tools, web-content and such similar documents relating to the work of the Division as reasonably required from time to time.
- Oversee publication and revision of Nunavut Gazette, statutes, regulations, statute summaries, etc.
  - The Director will oversee the work of the editor/administrator and the deputy editor/administrator working on the monthly publication of the Gazette and other documents.
  - The Director will oversee the preparation and updating of statute summaries by Legislative Counsel and translators.
  - The Director will oversee the publication of the Gazette, statutes, regulations, statutes summaries, consolidations, revisions and other related documents, tables and finding-tools will be published, both in paper and electronic formats.
  - The Director will supervise the development and maintenance of the Legislation Division website, the Division's postings to the website, and the maintenance of the databases used by the Division.
- Provide legal and procedural advice, attend at various committees and consult with the

staff of the Legislative Assembly and Cabinet as necessary, to assist Ministers and their departments during the legislative process

- The Director will review all Legislative Proposals
- The Director will advise, attend and oversee the attendance and advice provided by Legislative Counsel at the following:
  - Cabinet, when Legislative Proposals and Bills are being reviewed
  - *Maligaksanik Qimirrujiit* (MQ) interdepartmental policy review
  - Standing Committees of the Legislative Assembly
  - Committee of the Whole (of the Legislative Assembly)
- Participate in national organizations and meetings dealing with legislation and legislative drafting on behalf of the Department of Justice and Government of Nunavut and advise the government concerning the issues outcomes, recommendations and best practices considered
  - The Director will represent Nunavut at meetings of the Association of Legislative Counsel of Canada.
  - The Director or a Legislative Counsel may be designated by the Deputy Minister to represent and advise the Government of Nunavut concerning the Uniform Law Conference of Canada and the Director will oversee the communication of any modernization and harmonization recommendations relayed to a Department or the Cabinet as a result.

## 6. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

The incumbent must be legally authorized to practice law in Nunavut. Therefore this position requires a degree in law (common law) and either membership in the Law Society of Nunavut or a demonstration that incumbent has the qualifications necessary to become a member.

This position requires significant experience drafting legislation. Previous experience in reviewing legislation prepared by other legislative counsel is an asset. It also requires knowledge regarding the legal and practical issues affecting the drafting of statutes and regulations, the legislative process, the making and registration of regulations, the making of laws in more than one language and the publication of laws. This position necessitates a good general knowledge of law and a particular knowledge of administrative or public law and parliamentary law.

Previous engagement with others involved in legislative translation or publication will be an asset. English is required for this position, but a capacity to communicate in Inuktitut would also be an asset in allowing the incumbent to explain legal issues to Ministers or Government officials, for appearances in front of legislative committees, and for daily interaction with Inuktitut Translators advising on the preparation of Inuktitut versions of legislation.

**Good managerial skills are a must. Experience in management, particularly in government or**

similar multi-disciplinary environment, would be an asset.

This position requires the ability to work as a supportive member of a variety of teams, committees and inter-institutional coordination efforts, all in a cross-cultural working environment. Experience working in the North or with aboriginal peoples is an asset.

## 7. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The work will be primarily office work. A significant proportion of the workday will involve working on a computer.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Normal office environment.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

Normal office environment.

### Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

At times the Director will have to coordinate or individually produce significant amounts of difficult work under tight deadlines and stressful conditions. Clients and associates may be unfamiliar with the legislative process and the usual roles of those involved. Daily interpersonal engagement, with frequent supervisory, administrative, meeting and capacity building requirements should be anticipated. The incumbent must be able to balance competing priorities and to resist unrealistic demands.

**8. CERTIFICATION**

_____ Employee Signature	Assistant Deputy Attorney General (05-12212) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**9. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**